

000004810

Subject: FW: You're Invited!! June 1 Microsoft Congressional Staff Trip
Attachments: Private Sponsor Travel Certification Form - Signed.pdf; 2017 Congressional Staff Trips Invite List.xlsx; MS June 1 Congressional Visit Agenda.docx

Follow Up Flag: Follow up
Flag Status: Flagged

From: Microsoft Congressional Staff Visit [<mailto:StaffVisit2017@microsoft.crgevents.com>]
Sent: Wednesday, April 12, 2017 7:00 PM
To: Van Stralen, Kara (Hassan) <Kara_VanStralen@hassan.senate.gov>
Subject: You're Invited!! June 1 Microsoft Congressional Staff Trip

Hello!

Microsoft is thrilled to invite you to an upcoming opportunity to visit our headquarters in Redmond, Washington on June 1, 2017. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full attached agenda and ethics forms to be submitted for approval. To RSVP, immediately respond to this email and submit the attached forms to Ethics for approval. Once you have received your approval from Ethics, you will return a copy of your email approval to the MS Congressional Staff Visit Logistics Team (email listed below) who will then begin to book travel at that time.

• We will take the first 20 staff members to sign up for each date. *If you cannot attend, but you think another person in your office would be interested, feel free to pass along their contact information.*

• We hope you will consider joining us in the Pacific Northwest! Do not hesitate to reach out to StaffVisit2017@microsoft.crgevents.com with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

• Please RSVP by April 24th with your availability.

Thanks,
Mike Egan,
Director, Corporate Affairs
Microsoft

,

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Microsoft
2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
3. Dates of travel: May 31st-June 2nd, 2017
4. Place of travel: Washington DC to Redmond, WA
5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
6. I *certify* that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

000000004815

0000000000000000

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

sessions they must arrive the day before and depart the day after.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

and discuss policy issues important to the technology sector. As the Sponsor, Microsoft has planned the agenda, speaker sessions, and tours on the Microsoft Campus, along with trip logistics.

- Microsoft's mission is to empower every person and every organization on the planet to achieve more, particularly through Information Technology. This trip allows Microsoft to educate and engage Senate

Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

- Microsoft hosted a trip the last three years and previously hosted trips in the early 2000s.

Microsoft hosted a trip the last three years and previously hosted trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	One Way Flight at \$239.36 and \$135 for ground transportation; See additional Page attached	\$203+tax per night at Westin Seattle	\$74 for 1 day of meals; See additional Page attached	n/a

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

The Westin Hotel in Seattle

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging rate is \$167 for May and \$240 for June. The daily lodging rate is \$203, the average of the May and June per diem. Thus, the total expense provided for hotel does not exceed the per diem lodging rate.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, Internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT Innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	See additional Page attached	\$203+tax/nt at Westin Seattle	See additional Page attached	n/a

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the Innovation lab.

19. Name and location of hotel or other lodging facility:

The Westin Hotel in Seattle

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging rate is \$167 for May and \$240 for June. The daily lodging rate is \$203, the average of the May and June per diem. Thus, the total expense provided for hotel does not exceed the per diem lodging rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily meal expenses meet per diem rates and lodging expenses meets the average per diem rate of May and June for official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy only. Alaska Flight 3V and Alaska Flight 4V. Ground transportation is also being provided from the airport to hotel to Microsoft Campus, to dinner, and return.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: _____

Name and Title: Mike Egan, Director of Government Affairs

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 206 890 8707

Fax Number: _____

E-mail Address: mikeeg@microsoft.com